

# COVID ADDENDUM TO E-SAFETY POLICY REMOTE LEARNING POLICY

Guidance for E-Safety during Covid

**Date:** September 2020

This is an addendum to the E-Safety and Acceptable User Policy during the issues we face during Covid-19. It is not intended to replace the full policy, rather to add detail to the issues we face.

## Distribution

The full E-Safety policy identifies that staff and pupils will not be allowed to use the IT within school unless they have signed the Acceptable User Policy. Due to the restrictions with Covid, the E-Safety policy and this addendum will be distributed to all staff on Thursday 3<sup>rd</sup> September. All staff are expected to read this document and pay particular attention to the section on remote learning; all staff are expected to have signed to say that they have read and understood this document. There is important information in here with regards to remote learning and the delivery of this if self-isolating which **must be read** before it commences on Monday 7.9.20.

## Remote Learning and Live Learning

In line with our plan to deliver remote learning and live learning the following must take place:

- All teachers to deliver the live learning in their classroom (unless self-isolating, see below);
- All teachers to ensure the video is enabled for the teacher;
- All registers will be pre-populated with #;
- At tutor time all tutors will take the register on SIMS and right click and add a N in the comments section if a child is absent – if the child is there, no action needs to be taken;
- In Key Stage 3, within the first five minutes a teacher brings up SIMS. All registers are pre-populated with #. If the child is not there a N needs to be in the comments;
- In Key Stage 4, tutor time is exactly the same.
- In Key Stage 4 lessons, teachers will export the attendance from Google Meets into a spreadsheet and then they have to share with Kate Barnes immediately;
- During the time teachers are taking a register, pupils must be doing an activity;
- If a child is marked with a N the attendance team and HoY will chase up that child immediately;
- At home, children do not need to wear a uniform when at home on the online lessons but they do need to make sure they are dressed;
- Children should be encouraged to have their video on but if this is causing a child anxiety then the teacher should use their professional judgement;
- Children should be in an environment whereby any other person is not visible, although we accept this is not always possible;
- Any issues in the lesson i.e. the teacher is to notify the HoY immediately via email. Behaviour incidents will be switching the video off or making comments that do not contribute to the lesson.

If a member of staff is self-isolating but is not ill then they have to be available to support the delivery of their full timetable to all the pupils. This will mean you working from home to plan lessons and support in real time what is happening in the classroom. The teacher **MUST** follow their timetable and be available to support the lesson that the person covering the lesson is taking. How this will look we will explore and refine as we experience it. What is key though is that if you are self-isolating and not ill you must still be available for work.

## Safeguarding children and staff at home

This guidance from The Key and NSPCC sets out the best way to Safeguard pupils and staff during remote learning. This information will also be shared with parents:

- Sit against a neutral background
- If the member of staff is self-isolating and is delivering a live lesson from home, avoid recording in their bedroom where possible (if that's not possible, use a neutral background)
- Dress like they would for school – no pyjamas!
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen
- Use professional language
- Ask pupils to also be in a shared space in their house, rather than in their bedroom. No pyjamas for pupils either! Alternatively, you could ask them to turn their cameras off.
- The teacher should make use of the mute button. If you allow pupils to comment, tell them they should only talk about school work in the 'Stream' and that you may 'mute' them, i.e. stop them from posting or commenting (see below), if they post anything that's inappropriate or bullying in nature.
- Ask parents who'll also be there to be mindful that other children might see or hear them and anything in the background.
- If a member of staff is delivering from home, record the lesson so there's something to go back to later on if you need to.
- In 'view-only' Google live streams, pupils will be automatically muted and won't be visible, so you don't need to worry about what other adults in their homes might do that gets caught on camera.
- You might still want to ask for pupils to be on mute with webcams off, to cut risks. Otherwise, no pyjamas for pupils either, and ask parents to be mindful of what they say and do in the background.
- We won't use breakout rooms as these cannot be supervised.

### Update 23.9.20

Following feedback from staff, we have collated further guidance on Safeguarding pupils during remote learning.

Improvement	How this helps	Instructions/Support
<b>Viewing 30 students in a class on one "Meet" screen</b>	Improved supervision of all of the students while delivering on line lessons to prevent use of third party devices and other communication between students	<a href="#">Instructional video</a>
<b>Hiding, restricting and resetting "Meet" links</b>	Preventing students from sharing "Meet" links with other students from other classes and accessing the "Meet" without supervision	<a href="#">Instructional video</a>
<b>Only allow access to a "Meet" from Falinge Park e-mail addresses</b>	This will prevent unknown people from appearing on your "Meet" if the link has been shared.	People without a Falinge Park e-mail address will have to request permission to join a "Meet" – <b>do not allow them onto the meeting.</b>

For further guidance and support related to Google classroom and meets please visit the instructional videos that were shared at the beginning of the year via the following link [Google Classroom and Meet instructional videos](#) .